

CODIB-D-118  
26 January 1967

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: CODIB Members

SUBJECT: Proposed Revision to Federal Microfiche Standards,  
Second Edition, December 1965

STATINTL

1. Chairman, CODIB is in receipt of a letter from [REDACTED] Chairman, Panel on Operational Techniques and Systems of COSATI (copy attached). [REDACTED] requests that the attached draft Section H of the Supplement to the Federal Microfiche Standards be examined by qualified members of the intelligence community to make sure that the instructions it contains do not result in unforeseen problems for the community.

STATINTL

STATINTL 2. CODIB Support Staff has examined the draft Supplement and has prepared a reply to [REDACTED] based on a review of current instructions and practices bearing on the application of security, dissemination and use controls, as well as downgrade markings to documents including photographs, films, recordings, and their containers. It is the conclusion of the Staff that the proposed Special Instructions for Classified and Unclassified Limited Distribution Documents (Section H of the draft supplement) are satisfactory provided certain changes and additions indicated in the attached draft reply are made.

3. Your comments and/or concurrence in the proposed reply are requested by 8 February 1967.

[REDACTED]  
Secretary

STATINTL

Attachment: A/S

D  
R  
A  
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T

CODIB-D-118  
Attachment 1

STATINTL

[REDACTED]  
National Security Agency  
Fort George G. Meade, Maryland 20755  
ATTENTION: R45

Dear Ed:

The Committee on Documentation has reviewed the proposed revision to Section H, Special Instructions for Classified and Unclassified-Limited Distribution Documents of the Federal Microfiche Standards, Second Edition, December 1965, as requested. Knowledgeable individuals throughout the intelligence community have been consulted regarding the operational and security aspects of the proposed Section H.

There is general agreement that standard placement of security classification, dissemination, and use controls as well as downgrade markings is vital to the protection and effective control of classified intelligence which may be placed on microfiche. Additionally, CODIB believes that a minimum size should be specified for these markings on microfiche. In the absence of such size specification, the criterion "legible without magnification" will be subject to varying interpretation. This could constitute a security hazard comparable to that of non-standard placement of these markings. A minimum height of 2 millimeters bold face type is recommended for security markings and 1 millimeter in a lighter face type for dissemination, use control, and downgrade markings. Allocation of additional space in Grid Areas A-3 and A-4 for this purpose is deemed justifiable.

CODIB also recommends that markings to indicate dissemination and use controls, such as those which appear in DCID 1/7 for use in conjunction with intelligence and intelligence information, be utilized rather than abbreviations thereof. This should preclude possible misinterpretation of abbreviations by microfiche disseminators and recipients.

Finally, the control problems incident to placing Top Secret and Registered documents on microfiche may require additional space on the microfiche for recording of Top Secret and Registered document control numbers and other appropriate instructions. CODIB recommends that standard placement of such controls be provided for.

[REDACTED]  
Chairman  
Committee on Documentation

STATINTL

FEDERAL COUNCIL FOR SCIENCE AND TECHNOLOGY  
COMMITTEE ON SCIENTIFIC AND TECHNICAL INFORMATION  
EXECUTIVE OFFICE BUILDING  
WASHINGTON, D.C. 20506

CODIB-D-118  
Attachment 2

16 January 1967

Panel on Operational Techniques and Systems

STATINTL

Chairman,  
Committee on Documentation  
United States Intelligence Board  
Washington, D. C.

Dear Paul:

At the last meeting, the Committee on Scientific and Technical Information (COSATI) expressed a desire to obtain opinions of members from the Intelligence Community prior to its approval of the draft Supplement to the Federal Microfiche Standards on security marking of microfiche. I have enclosed several copies to facilitate your coordination.

When the Supplement was offered for approval at the last COSATI meeting, it contained features that Walter Carlson and others said would be objectionable to the Intelligence Community. These included a restriction against placing TOP SECRET material on microfiche, and the apparent omission of distribution control statements needed by the Intelligence Community. The Supplement has been revised to remove the specific objections, but it should still be examined by qualified members of the Intelligence Community to make sure it does not threaten to cause difficulty in some fashion that has not been foreseen, and to give opportunity for suggesting improvements that would increase its utility to intelligence users.

The Federal Microfiche Standards does not, in its present form, cover the matter of security markings. In the absence of a standard for entering security markings the users of microfiche have developed different ways of entering the security markings. One places the classification in the first frames. Another prints the classification along the top, etc. Furthermore, there is nothing to prevent new users of microfiche from developing new ways of marking.

The COSATI Subpanel which developed the Standard originally was instrumental in bringing the three principal users of classified microfiche, the Atomic Energy Commission, the Defense Department, and the National Aeronautics and Space Administration, and their security authorities, together to consider the problem. A common way of entering

security and restrictive markings was agreed upon, and is embodied in the inclosed Supplement.

We have set a target date of 1 March 1967 for securing comments on the draft. If this is too short a time, please let me know. Comments should be addressed to me as stated below. Thank you for your assistance.

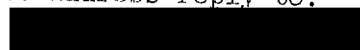
Sincerely,



Chairman

STATINTL

Please address reply to:



National Security Agency

Fort George G. Meade, Maryland 20755

ATTN: R45

Attachment

STATINTL

Approved For Release 2002/01/03 : CIA-RDP80B01139A000300130003-4 (Revised 1-9-67)

Proposed Revision to Federal Microfiche Standards  
Second Edition, December 1965

H. SPECIAL INSTRUCTIONS FOR CLASSIFIED AND UNCLASSIFIED-LIMITED DISTRIBUTION DOCUMENTS.

1. All paragraphs in Sections D, E, and F, above, apply to classified and unclassified-limited distribution documents.
2. The security classification and other handling restrictions shall appear legible without magnification on Row A of microfiche sheet 1, beginning below the document number which appears in Grid Areas A-1 and A-2, and making optimum use of horizontal and vertical space to occupy the entire grid area:

The security classification applicable to the document, plus, in the case of classified documents, other markings about handling restrictions such as listed below:

SECRET

CONFIDENTIAL

SECRET  
RESTRICTED  
DATAMODIFIED  
HANDLING  
AUTHORIZEDSECRET  
FORMERLY  
RESTRICTED  
DATANATO  
RESTRICTED  
CONFIDENTIAL  
MHA

3. Bibliographic information shall be placed in Row A of microfiche sheet 1, following instructions in paragraph E4, above, beginning with Grid Area A-3. It shall be legible without magnification. The downgrading, or declassification group marking, may be abbreviated, e.g., GP-1, and will be placed in Row A immediately above Grid Areas B-3 and B-4. **Distribution coding of the producing agency** will be placed immediately above Grid Areas B-10 through B-12.

4. Grid Area B-3 of microfiche sheet 1 shall contain the following notice, in micro-image and in negative form:

The classified or limited status of this document applies to each page thereof unless otherwise marked. Separate page printouts MUST be marked accordingly. If it appears that an individual page should bear a lower classification, contact the originator of the document for specific downgrading authority.

(Revised 1-9-67)

5. The cover, title page, or other document identification of the original document shall be filmed in negative form in Grid Area B-4 on microfiche sheet 1.

Exception: When the notice quoted in paragraph H<sup>4</sup>, above, can be combined with the cover or title page, that cover or title page may be filmed in Grid Area B-3.

6. Succeeding pages of the original document shall be filmed in negative form and be located in numerical sequence from left to right, beginning with the first vacant grid area in Row 3 on microfiche sheet 1.
7. For documents requiring trailer sheets, the following shall be placed in Grid Areas A-3 and A-4.

The security classification applicable to the documents, plus, in the case of classified documents, other appropriate markings.

These markings shall be legible without magnification and make optimum use of horizontal and vertical space of Grid Areas A-3 and A-4. The downgrading or declassification group marking shall not be shown on trailer sheets.

8. For classified documents requiring trailer sheets, succeeding pages of the original documents shall be filmed in negative form and be located in numerical sequence from left to right, beginning with Grid Area A-5.